




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR DISPOSAL OF SURPLUS / OBSOLETE ITEMS CUEA/DVC FIN/PRC/03	PROCUREMENT OFFICER
	NO. OF APPENDICES:
	NONE
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR FINANCE
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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
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0.3 Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.


1.0 PURPOSE

To give guidelines on how the disposal of surplus, obsolete, items is carried out within the University for maximum utilization of University assets.

2.0 SCOPE

The procedure applies to the process of disposal of surplus / obsolete items carried out within The Catholic University of Eastern Africa.

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3.0 REFERENCES

- 3.1 CUEA Quality Management Manual
- 3.2 CUEA Procurement Policies and Procedures Manual, Draft

4.0 TERMS AND DEFINITIONS


4.1 Abbreviations

CUEA	-	The Catholic University of Eastern Africa
DVC/FIN	-	Deputy Vice Chancellor, Finance
HOD	-	Head of Department
PO	-	Procurement Officer
UMB	-	University Management Board
VC	-	Vice Chancellor

4.2 Definition of Terms

- 4.2.1 *Assets*: Movable and immovable property, either tangible or intangible.
- 4.2.2 *Disposal*: The sale by competitive bidding of assets whether surplus, obsolete or salvage property by the University.
- 4.2.3 *Goods*: Means raw materials, products, equipment and commodities in solid, liquid or gaseous form and electricity as well as installation, transport maintenance or similar obligations related to the supply of the goods.
- 4.2.4 *Procurement*: Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.
- 4.2.5 *Services*: Any object of procurement other than works and goods.
- 4.2.6 *Scrap*: Means goods or materials that is damaged, defective or deteriorated, howsoever caused, to the extent that it has no value except for its basic material content.
- 4.2.7 *Standard*: A characteristic or set of characteristics for an item which for reasons of quality level or compatibility with other products is generally accepted by the manufacturers and users of that item as a required characteristic for all items of that type.

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4.2.8 *Tender*: An offer in writing by a tenderer to supply / buy at a price goods, services or works pursuant to an invitation to tender by the University.

4.2.9 *Tenderer*: Means a person submitting a tender.

4.2.10 *Tender Document*: The document provided by the University to tenderers as a basis for preparation of their tenders/bids.

4.2.11 *Tender Opening Date*: A date and time designated by the University for the opening of tenders.

4.2.12 *User Department*: Means the Department which initiates procuring proceedings.

4.2.13 *Requisition Form*: It is a form that one fills to ask for goods / services from the stores.

5.0 PRINCIPLE RESPONSIBILITIES

The Procurement Officer has the full responsibility to ensure that this procedures is adhered to effectively.

6.0 METHOD

6.1 The PO receives a list of the identified items for disposal from the Financial Administrator or from the user department(s).

6.2 The PO presents the detailed list to the procurement committee for approval.


6.2.1 If approved the PO prepares a tender notice / advertisement for sales of the items; or

6.2.2 If not approved the list is taken back to the Financial Administrator with comments.

6.3 The Procurement Committee opens the tender bids, evaluates them approves for disposal as follows:

- (a) To the highest bidder;
- (b) As donations;
- (c) Reserved price(s); and

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(d) For Re-use

- 6.4 The PO notifies the successful bidders of the tender results advising them to honour their bid offers, as per clause 6.3 (a & c)

7.0 APPENDICES

No Appendices

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